



Town of Brookhaven Building Division

Residential Drop-off Plans Checklist

Please complete the form below and sign the acknowledgement statement:

OFFICE USE ONLY

INTAKE BY: _____

Record ID (Given at the Lobby Counter):	
Applicant Name:	
Tax Map#:	
Email Address (Required):	
Contact Phone:	
Type of Submission (Circle) NEW RESUBMISSION	If Resubmittal, Previous Review by:
I acknowledge that the Building Division will perform a courtesy review of my construction plans without the submission of the specified documents below and that a complete review and/or final approval of my construction plans may not occur until such documents are submitted and accepted by the Building Division.	
Signature: _____ Date: _____	

I. For ALL construction or conversion activity* except New Houses, please submit:

Item:	Submitted:
Application with work scope	
Survey	
CO/CEU/CC if available: Prove all structures are certified as legal and/or compliant with all applicable codes	

*This includes: Additions/Extensions, basement alterations or conversion to living space, garage conversions, attached/detached garages, fire damage repair, pools, rentals, solar panels, accessory apartments, bulkheads, sunrooms, fire places, HVAC, HVAC oil to gas conversions, decks, roof covered porches

If applicable:	Submitted:
Existing Construction Affidavit (If other structures exist or modifications are proposed)	
Board of Zoning Appeals Grant Letter	
"RESCHECK" – A report that shows the construction will comply with NYS Energy Code	
Suffolk County Health Department Approval (Consult with Plans Examiner)	
Historic District Approval – Processed by the Planning Division	
Wetlands Approval – NYSDEC and Town of Brookhaven Environmental Division	
Manufacturer's Specifications (For trusses, fire places, hot tubs, stoves, elevators, HVAC, sunrooms, boilers, any pre-engineered item)	

I. NEW HOUSE PLANS:

Required:	Submitted:
Survey	
Planning Department Approval	
Suffolk County Health Department Approval	
"RESCHECK" – A report that shows the construction will comply with NYS Energy Code	
"REM-RATE" – Energy rated dwelling compliance certificate (Prepared by Third-Party HERS rater)	

If Applicable:	Submitted:
Board of Zoning Appeals Grant Letter	
Historic District Approval (Processed by the Planning Division)	
Manufacturer's Specifications (For trusses, fire places, hot tubs, stoves, elevators, HVAC, sunrooms, boilers, any pre-engineered item)	